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DUTY TITLE / DESCRIPTION.

Analyst / Accountant

Member of Treasury and Accounting Operations team of a global e-commerce service provider with \$450 M annual revenue. Primarily responsible for collecting, analyzing, and reporting funds flow information across the company used for management decisions. Assists the Senior Accountant and Global Controller in analyzing specific account balances and journal entries to account to determine appropriate account treatment of transactions. Participates in multi-function and multi-national teams to support new accounting applications implementation. Primarily responsible for data verification during parallel running of new and legacy systems. Prepares and coordinates annual pre-closing presentation to GE Corporate headquarters, including all exhibits and charts. Participates with Six Sigma Green Belt project teams as appropriate.

MAJOR TASKS.

- Preparation of Pre-closing Presentation. During the third quarter, each GE business prepares and presents a snapshot of the company's financial position at the end of the second quarter and discusses where the company expects to end the year. The Chief Financial Officer and Controller deliver the presentation to the GE Corporate controller. Preparation of the package requires extensive balance sheet analysis, along with the identification of unusual issues or situations with which the business will deal during the fourth quarter, along with the appropriate accounting treatment of the transaction.
- Oracle General Ledger Implementation Team Member. Member of a multi-functional, international team responsible for all aspects of implementation of Oracle General Ledger Application. Major sub-tasks included establishing new standardized account structure, coordinating file feeds from multiple feeder systems, including both automatic and manual data retrieval and submission, and verification of data during parallel run period. Team included U.S., European, and Asian based finance operations, U.S. based IT operations and U.S. and Indian based contractors.
- Monitoring of Funds Flow and Account Receivable / Past Due. Weekly task that includes gathering of cash collections and disbursement data, by geographic pole (US, Asia, and Europe). Information is compared to quarterly collection and disbursement plans for variance and to identify corrective action, where necessary. Reviewed by Global controller and polar finance managers weekly. Similarly, collected past due accounts receivable information from poles on large clients (>\$50K) to develop action plans for collection. Both reviews feed the CEO's biweekly Quick Market Intelligence (QMI) meeting where sales managers and finance managers review sales activities, account status, and overall cash flow in the business.

Scope of Work outline

The primary objective of the Training with Industry program is to give the participant and company a mutually beneficial experience and exposure. Below is an outline of key tasks to increase the overall effectiveness and execution for the company and incumbent.

Major are broken into subareas. The breakout outlines a flexible road map for the year entire year to ensure the employee gets exposure to the broadest, but yet most beneficial work experiences.

A base document used to develop the below list was the, “GE Finance Curriculum Strategy Project Skill Survey – Gap Analysis”.

The ideal implementation of this plan is to provide exposure over the 12-month period to the following areas. The order is not exceptionally important except for events tied to GE’s event calendar.

The top five skills are considered core competencies. Core competencies are used in accomplishing almost every task, so they are inherent in the other tasks and not broke out individually by each quarter. Quarters are aligned with the start time of the employee, not fiscal or calendar quarters.

Technical Skills

Financial Planning and Analysis:

Core Competencies

1. *Controllershship*
2. *Expenses/Revenue*
3. *Operational, business planning, Capital Budgeting*
4. *Cost/Profitability*
5. *Annual budget: developing, and integration*

6. Strategic forecasting
7. Process Re-engineering
8. Systems Implementation
9. Global Integration
10. Resource Allocation Performance Measurement
11. Outsourcing and contracting negotiations
12. Cost Accounting, Mgt. Accounting, Inventory Accounting
13. Service contracts (competitive analysis of best contracts)

Business Skills

1. Information Tech Utilization
2. Competitive Benchmarking
3. Process Reengineering
4. Six Sigma support tools and techniques
5. Business Partnering
6. Outsourcing – Core Competencies
7. Hackett Study
8. Project teams / Intellectual knowledge
9. Exposure to S1/S2 process

Goals by Quarter for basic exposure

1st Quarter, Not later 30 Sep

- a) Initial orientation of business
- b) Developmental needs assessment complete
- c) Basic exposure and understanding of Finance and accounting methods for business
- d) Strategic forecast exposure, S1/S2 overview, process
- e) TDY trip to Motorola, Chicago
- f) Hackett study
- g) Overview of FMP program
- h) Interns program
- i) Outsourcing and contracting exposure

2nd Quarter, Not later 30 Dec

- a) Six Sigma started
- b) Overviewed Process improvement session
- c) Outsourcing and contracting negotiations
- d) Cost Accounting, Mgt. Accounting, Inventory Accounting
- e) Service contracts (competitive analysis of best contracts)
- f) Controllership exposure
- g) Global integration
- h) Possible brief or round table discussion on Army Resource Management to company

3rd Quarter, Not later 30 Mar

- a) 360 evaluation completed
- b) TDY to St. Louis, MO. Boeing completed
- c) Article to Resource Manager's magazine completed
- d) Participated on a Project team, QMI or six sigma process execution
- e) Competitive Bench marking

4th Quarter, Not later 30 Jun

- a) Final evaluation completed
- b) Process Re-engineering
- c) Systems Implementation
- d) Global Integration
- e) Resource Allocation Performance Measurement
- f) Outsourcing and contracting negotiations
- g) Attend TWI conference, (Prepare slides, paper)
- h) Internal Auditing process
- i) Business Partnering
- j) PERSCOM visit completed